

**OKEECHOBEE UTILITY AUTHORITY
MEETING MINUTES**

Tuesday, June 11, 2024 8:00 A.M.

Okeechobee Utility Authority

100 SW 5th Avenue

Okeechobee, Florida

Chairperson Nelson called the meeting to order at 8:00 A.M.

Chairperson Nelson determined the voting members and led all participating attendees and visitors in the Pledge of Allegiance.

Chairperson Nelson addressed Agenda Item No. 1, the following Okeechobee Utility Authority Board Members were present:

Board Members:

John Gilliland*

Frank Irby*

Steve Nelson*

Alternates:

Melanie Anderson **

Absent:

Harry Moldenhauer

Glenn Sneider

Tabitha Trent*

*Voting Board Members

**Voting in Harry Moldenhauer's place

OUA Members:

John Hayford

Lauriston Hamilton

Jamie Mullis

Tom Conely

Michelle Willoughby

Chairperson Nelson addressed Agenda Item No. 2 'FY25 Preliminary Budget & Resolutions 24-03'

Motion by Melanie Anderson to open the Public Hearing at 8:02A.M. Second by John Gilliland.

Vote unanimous (4-0), motion carried.

Executive Director Hayford read Resolution 24-03 by title only.

Finance Director Hamilton gave a brief presentation of the FY25 Preliminary Budget.

Chairperson Nelson called for comments from the Public. There were none.

Chairperson Nelson called for comments from the Board. There was a brief discussion concerning the proposed rate change.

Motion by Frank Irby to close the Public Hearing at 8:22 A.M. Second by Melanie Anderson. Vote unanimous (4-0).

Motion by Frank Irby to adopt the FY25 Preliminary Budget and Resolution 24-03 as presented.

Second by Melanie Anderson. Vote unanimous (4-0), motion carried.

Consent Agenda Item No. 16 ‘Invoices from Anderson Andre Consulting Engineers, Inc. – SWSA Project 2 Vacuum Collection System in the amount of \$9,872.50’

Consent Agenda Item No. 17 ‘Invoice from Thorn Run Partners in the amount of \$3,500.00’

Consent Agenda Item No. 18 ‘Invoice from MacVicar in the amount of \$250.00’

Second by John Gilliland. Vote unanimous (4-0), motion carried.

Chairperson Nelson addressed Agenda Item No. 19 ‘Finance Report’ Finance Director Hamilton reviewed the Finance Report for period ending May 31, 2024. **Motion by Melanie Anderson to approve the Finance Report for period ending May 31, 2024. Second by John Gilliland. Vote unanimous (4-0). Motion carried.**

Chairperson Nelson addressed Agenda Item No. 20 ‘Presentation of FY23 Audited Financial Statements’ Finance Director Hamilton introduces Mr. Terry Morton of Nowlen, Holt & Miner, P.A. Mr. Morton presented the FY23 Financial Statement Audit Report and the FY23 Annual Financial Report to the Board. Mr. Morton advised that it was a clean audit and there was no non-compliance. *Harry Moldenhauer in at 9:00 A.M.* **Motion by John Gilliland to accept the FY23 Audited Financial Statements as presented. Second by Harry Moldenhauer. Vote unanimous (4-0). Motion carried.**

Chairperson Nelson addressed Agenda Item No. 21 ‘Fire Hydrant Testing’ Executive Director Hayford discussed that staff met with the Okeechobee County Fire Rescue personnel to determine future fire hydrant responsibilities with respect to testing and maintenance of the appurtenances. Executive Director Hayford discussed that annual testing and specific two hydrant testing is necessary to meet ISO testing requirements. Executive Director Hayford discussed the Fire Hydrant Maintenance language that was added to the latest edition of the OUA Policies and Procedures Resolution. Executive Director Hayford discussed that the Resolution is currently undergoing administrative review by the department heads. There was a brief discussion. **Motion by Harry Moldenhauer to accept the Fire Hydrant Maintenance update to the OUA Policies and Procedures Resolution. Second by Frank Irby. Vote unanimous (4-0). Motion carried**

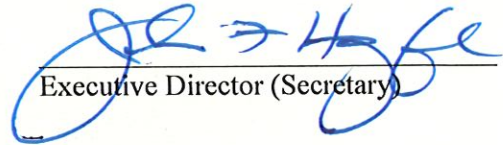
Chairperson Nelson addressed Agenda Item No. 22 ‘Mallard Landing Gravity Sewer Proposal’ Executive Director Hayford discussed that the developer for the Mallard Landing is moving forward with site clearing for the development of approximately 110 home sites located just west of US 441 North and north of NW 10th Street. Executive Director Hayford discussed that the area immediately to the east of the proposed development currently has OUA water service but does not have gravity sewer available. Executive Director Hayford discussed that there is a contractor working onsite now and to take advantage of this contractor already mobilized onsite, staff would need board direction to utilize the engineer of record for the development and generate public bid documents. There was a brief discussion. **Motion by Frank Irby to approve the project and publishing of the RFP. Second by John Gilliland. Vote unanimous (4-0). Motion carried.**

Chairperson Nelson addressed Agenda Item No. 23 ‘Vacuum Pump Station No. 2 Generator Replacement’ Executive Director Hayford discussed that a project to replace the generator set at Vacuum Pump Station No. 2 in Taylor Creek Isles was publicly advertised with sealed bids being due by May 30, 2024 at 3:00 P.M. Executive Director Hayford discussed that both the engineer and staff had estimated the project to be at approximately \$350,000. Executive Director Hayford explained that the apparent low

PLEASE TAKE NOTICE AND BE ADVISED that if a person decided to appeal any decision made by the Okeechobee Utility Authority with respect to any matter considered at this meeting, he/she may need to ensure that verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. A CD recording of this meeting is on file in the Executive Director's office.



Chairperson



Executive Director (Secretary)